

DISTRIBUTOR'S RECEIVING REPORT For USDA DONATED FOODS

INSTRUCTIONS: Contract Distributor - *Complete all applicable entries. Food Distribution Office should notified within 24 working hours, via fax, or phone, after food is unloaded.*

< Bill of Laden Must Be Attached To All KY-FD-6 Forms >

PART 1 - IDENTIFICATION

Distributor: _____

Region Number: _____

- A. Food _____ (List name as shown on D-5)
- B. DO# _____ -121- _____ Total cases on D-5 _____
- C. Amount Received _____ (units) Difference with D-5a _____
- D. Arrival Date _____ If weighted, Net Wt. _____
- E. Name of Carrier _____ F. Commercially Packaged (____)

PART 2 - CAR/TRUCK SEAL RECORD

- A. Seals intact when received? Yes _____ No _____
- B. Inbound Seal Number _____
- C. Outbound Seal Number _____
- D. Inside Seal Number _____ (If applicable)

PART 3 - EXCEPTIONS

- A. Number of units (Over) _____ Number (Short) _____ Number (Damaged) _____
Number (Recouped) _____ Number (Dumped) _____ No. to (RR Salvage) _____
- B. Net Gain _____ Net Loss _____
- C. Total Number received in Good condition (Accepted) _____
- D. **FNS-57** (Shortage/Overage and/or Damaged Report) *Must be attached if exceptions are reported.*

PART 4 - SHIPMENT RECEIPT

Did the trucker obtain an unloading appointment? Yes _____ No _____

Amount shown in **PART 1-C** is amount received, except as noted in **PART 3 - B.**

(Signature - Contract Distributor)

(Date)

May 15, 1997

TO: Distributors for USDA Foods - Ruth Miller, Linda Ford, Sabrina Carter, Steve Brown, Norma Baker, Ladonna Nicolas, Eugene Harp, Rosemary Cecil, and Peg Marshal.

Reference: Revised KY-FD-6 Form (Receiving Report)

Please use the attached KY-FD-6 form (Receiving Report) in the future. Keep the original in safe place so all copies can be made from it. Some distributors are making copies from copies and the quality has deteriorated considerably. *Destroy any old copies* that you might have on hand.

PART 1 - IDENTIFICATION

For item **A.**, please list the food exactly as shown on the **KY-FD-5a**.

Revision:

In item **B**, I am requesting that you enter the **commodity code**, (e.g. A577) in order to match the food you received with the corresponding record in our office. In some cases it has been difficult to identify the correct food. The commodity code can be found at the top of the page indicating the number of cases each system is to receive. (see attached sample) This change will ensure that the correct **D-2 (NOTICE OF ARRIVAL)** form, will be sent to all recipient agencies.

WEIGHTED ITEMS - PART 1 IDENTIFICATION (Right side)@Total cases on D-5", ADifference with D-5a" and AIf weighted, Net Wt@ If there is a difference between the number of cases received and what is listed on the KY-FD-5 (agency breakdown), please indicate the difference. If the food received is a Aweighted item@t please indicate the **ANET WET@** (not GROSS) in the space provided . The net weight is needed to determine the percentage difference between what USDA ordered and what was actually received. The percentage difference will be used reallocate the number of new cases each recipient agency will receive. The net weight is very difficult to read on faxed copies of the bill of laden.

Thank you for your assistance in this matter.

Should you have any questions, please give me a call at 502-564-4387.

Phil Tatum

Distribution Coordinator

Division of Food Distribution

